



# POSITION ANNOUNCEMENT

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Acting State Superintendent of Schools

Office of Human Resources · 200 West Baltimore Street · Baltimore, MD 21201 · 410-767-0019 · 410-333-3045 TTY/TDD

**DIVISION OF SPECIAL EDUCATION/EARLY INTERVENTION SERVICES**

October 28, 2016

**POLICY AND ACCOUNTABILITY BRANCH**

<b>POSITION TITLE:</b>	Education Program Specialist II, Special Education Lead Policy & Resource Specialist
<b>POSITION NUMBER:</b>	049873 (JobAps #16-005056-0007)
<b>SALARY:</b>	Grade 22 Standard Salary Schedule \$64,608 – \$103,743
<b>LOCATION:</b>	200 West Baltimore Street Baltimore, MD 21201
<b>NATURE OF WORK:</b>	This is a professional position responsible for Special Education policy development and review, product development, and cross-divisional technical assistance activities of the Division with public agencies to carry out federal and State regulations, maintain compliance, and participate in the Maryland State Performance Plan and Annual Performance Report.
<b>DUTIES AND RESPONSIBILITIES:</b>	Provides lead technical assistance and support to Division Branch Chiefs aligned with the State Performance Plan and for reporting results to Office of Special Education Programs (OSEP); assists the Branch Chief, with the development of policy resource materials; responds to verbal and written inquiries from the general public, parents, professionals and other interested parties regarding the Department's policy interpretation of the special education process, laws, rules, regulations, and procedures; develops, maintains, and revises State statutes and regulations to meet federal law and requirements for the provision of services to students with disabilities; facilitates completion of resource documents, guidelines, presentations, and technical assistance bulletins related to the provision of special education, related services, and best practices; conducts on-site monitoring visits to infants and toddlers programs and local school systems to assess compliance with federal and State regulations; develops reports and data-driven self-assessments for improved results and compliance with prescribed timelines, including satisfying all applicable progress reporting timelines.
<b>MINIMUM QUALIFICATIONS:</b>	<b><u>EDUCATION:</u></b> Master's Degree or equivalent 36 post baccalaureate course work in Special Education, Education Administration/Supervision or Education related field. <b><u>EXPERIENCE:</u></b> Five (5) years of experience in coordinating or administering special education programs or services directly related to the position. Experience with direct supervision of other professional employees desired.
<b>ESSENTIAL REQUIREMENTS:</b>	Knowledge of State and federal laws, regulations, policies, and issues affecting young children with disabilities and their families; knowledge of early intervention and early childhood education programs; skill in analyzing and interpreting data for program improvement ability to manage multiple tasks; ability to interpret and apply pertinent laws and regulations; ability to establish and maintain working relationships; ability to communicate clearly and effectively both orally and in writing, through the presentation of concise yet comprehensive training, analyses and reports.

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***AFFIRMING EQUAL OPPORTUNITY IN PRINCIPLE AND PRACTICE***

**PROCEDURE FOR APPLICATION:**

To apply for this position online go to [MSDE Jobs on JobAps](http://MSDEJobs.onJobAps.com) (or complete an MSDE Application on [marylandpublicschools.org](http://marylandpublicschools.org)). On-line applications (and resumes) are the preferred method for receiving your application/attachments. Using this method will allow applicants to access their documents for future recruitments for which they apply and verify that the appropriate documents (resume-credentials) have been attached to the recruitment that requires them. Applicants must include their resume and provide sufficient information on the application to document that they satisfy the minimum qualifications for this recruitment. Please do not put "See Resume" in the job duties section of your application; your application will not be considered.

If you utilize fax or regular mail as the option to submit required attachments, you will need to resubmit these documents each time you apply for a new position that requires the attachments. Additionally, you must include the following information on each page of the attachment you submit in order to ensure that we append the attachments to the correct recruitment: First and Last Name, Recruitment Number, and the last 4 digits of your SS# and indicate application for - **Education Program Specialist II, Lead Policy & Resource Specialist #049873, JobAps # 16-005056-0007** Mailing Address: Maryland State Department of Education, Office of Human Resources, 200 West Baltimore Street, Baltimore, Maryland 21201. Fax: 410-333-8950 – This fax number is for Department of Education recruitment actions only.

If you have difficulty with your user account or have general questions about this online application system, please contact the MD Department of Budget and Management, Recruitment and Examination Division at 410-767-4850. For inquiries or an MSDE Application, contact 410-767-0019 or TTY/TDD 410-333-3045 or visit our website at <http://www.marylandpublicschools.org/>.

*Appropriate accommodations for individuals with disabilities are available upon request.*

**CONDITIONS OF EMPLOYMENT:**

Proof of eligibility to work in compliance with the Immigration Reform and Control Act and *travel throughout the state are required*. Any misrepresentation of academic or experience requirements for this position may result in non-selection or termination of employment.

**CLOSING DATE:**

Applications should be received by November 11, 2016 – Open Until Filled.